

## Useful Careers Websites

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

Useful to research Job profiles, create a CV, view information for 13-19

[www.thesource.me.uk](http://www.thesource.me.uk)

Suffolk Website for information about issues that may affect students

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

Useful to register for Job alerts and search for apprenticeships in Year 11

[www.suffolkonboard.com](http://www.suffolkonboard.com)

Information about post16 bus passes

[www.ucas.com](http://www.ucas.com)

Website for university information



**The Careers Team**

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Year 10 &

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*Ofsted Judgement 'Outstanding'  
Careers Department*



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## Year 11 Careers Entitlement

### What now?



## When should the process of considering a post 16 progression route begin?

You may have already begun to consider the options available to you. The choices are as follows: sixth form, college, an apprenticeship or the armed forces.

This leaflet will share a number of key dates and useful information to support this very important decision.

### *As a parent/carer*

## *What can you do to support your young person?*

All Sixth Forms and colleges have open events. These events begin around October. Sixth Forms usually organise one open event, sometimes two; colleges will provide a number of open events throughout the year. It is very important to attend these events to make comparisons and to keep your options open.

### *What Careers support do we offer?*

All students are entitled to a Career guidance interview with Mrs Baker or an independent careers adviser; both are qualified careers practitioners. Further support available and is personalised to enable all students to progress successfully. This may involve support to overcome barriers to progression and extended information, advice and guidance. We have a number of prospectuses in the Careers Hub; we give them to students during the careers guidance interviews.

***Please contact Mrs Baker to arrange an appointment either with the independent careers adviser or herself.  
bbaker@tgschool.net or 01787 375232***

**Year 11 Students are encouraged to arrange their own career pathway interview from September onwards.**

They are offered impartial information, advice and guidance to support them in their applications to sixth forms, Colleges or Apprenticeships of their choice. We work with the students to review their grade levels to ensure they progress successfully.

## Preparation for Further Education or apprenticeship interviews

Fill your Record of Achievement folder with your achievements; visit the Careers Hub for assistance.

Most Sixth Forms require a personal statement; check individual websites for application requirements.

Should students have a first and second choice route?

Some students may be undecided about their route; in this case two applications are a very good idea. A discussion will take place during the guidance interview about this.

***Apprenticeships*** - Students must register on the Apprenticeships website; they will then receive job vacancies by email. The source website offers a useful apprenticeship app for your smart phones.

Students may not be able to apply for vacancies until April; however this will depend on the start date for each individual vacancy. Students applying for an apprenticeship must also apply for a college course or Sixth Form as a second choice.

Planned progression route, end of December 16

All students must have a planned progression route by this date.

### ***ROAs and Excellence Ribbons***

Students have an ROA folder to place their achievements inside and outside of school. Evidence can be in the form of newspaper cuttings, photos with statements, newsletters, certificates, references and awards. Students in Year 11 work towards their Employability award and Excellence ribbons using the evidence in their folders. Experience has shown us that students' find the process less pressured if they complete their Employability Award before the December holidays. Further details on the website.

### ***Remember***

- Book a Careers guidance interview.
- Open events begin in October, check individual further education websites.
- Deadlines for applications vary; apply before the Christmas holidays to secure a place.
- Prepare your personal statement where applicable
- Complete your Employability Award as soon as possible.

## General Careers Information Employer Engagement

Employers visit Thomas Gainsborough on a regular basis to conduct Employer Workshops. These are advertised in the Careers Hub, on Student Noticeboard and in the Newsletter. Students sign up to attend the workshops in the Careers Hub. The workshops are usually held in the Careers Hub at 1pm – 1.30pm. Students are encouraged to network with the employers by asking questions and taking part in group discussion.

Many Employers approach TGS when searching for apprentices to find prospective employees. If you are keen to progress to an apprenticeship use this networking opportunity to stand out from other young people. Read the newsletter, answer your school emails and follow us on Twitter.

### ***Careers Education in Year 12 and 13***

Students are offered a number of interactions with employers, a careers guidance meeting to discuss progression at the end of Year 13. Students in Year 12 can complete a 5 day work experience placement.

Students will attend a university fair and are offered the opportunity to visit places of cultural significance. Students are offered a mock interview and they are encouraged to network with employers at every opportunity.

A positive progression route for Year 13 students can be either University or a higher apprenticeship.

### ***Enrichment days***

Careers education is delivered in a number of ways to all students on Enrichment days in the form of planned events, visits and activities.

### ***Careers Resources***

There are a great number of resources available for students to read and research. We have College, sixth form and university prospectus. We have publications and magazines. We have access to online careers websites and careers related games. The Careers Hub provides students with a quiet corner and tables to study.

